

How to Request Training

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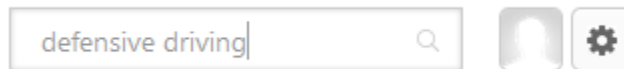
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Request Training in the Employee Development Center

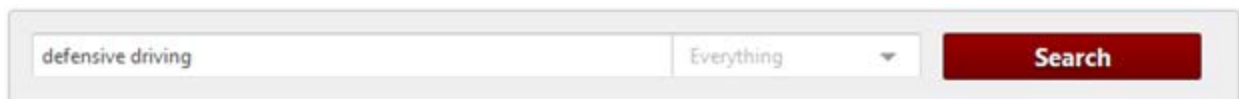
To request training through the Employee Development Center, log in at <https://nebraska.csod.com/>.

We will look at the online Defensive Driving course, though the steps are the same for other classes. Once logged in, follow these steps to request training:

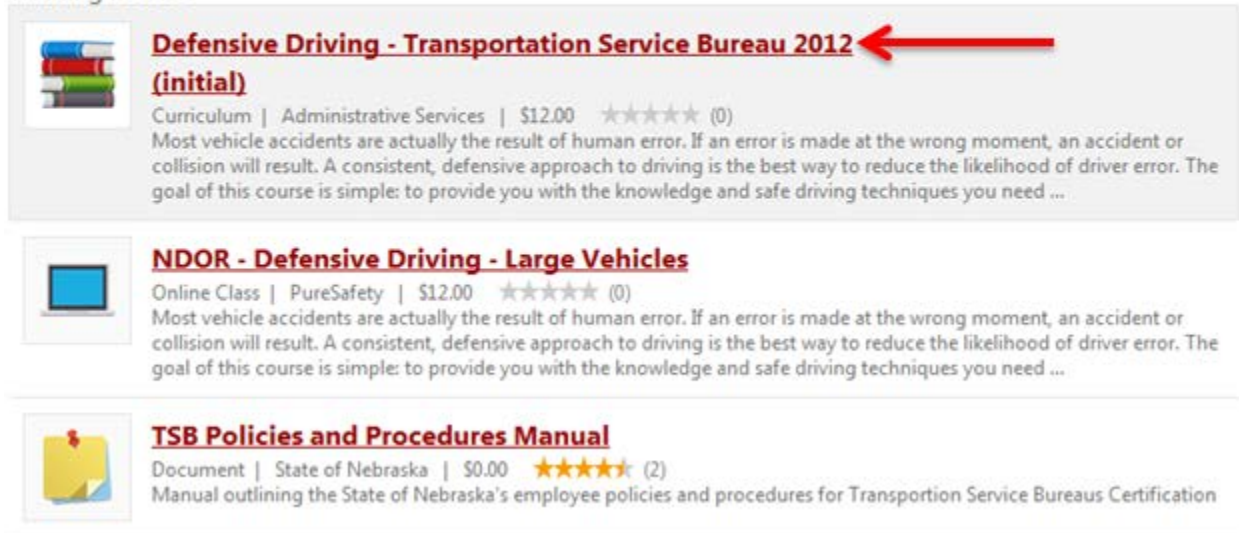
1. In the search field on the upper-right corner of the Home Page, type the name of the class to assign and then press enter. In this example, we entered “Defensive Driving.”



2. On the Search page, click the title of the course – for the defensive driving course, we are looking for “Defensive Driving – Transportation Service Bureau 2012.”



Training results



Defensive Driving - Transportation Service Bureau 2012 (initial)
Curriculum | Administrative Services | \$12.00 ★★★★★ (0)
Most vehicle accidents are actually the result of human error. If an error is made at the wrong moment, an accident or collision will result. A consistent, defensive approach to driving is the best way to reduce the likelihood of driver error. The goal of this course is simple: to provide you with the knowledge and safe driving techniques you need ...



NDOR - Defensive Driving - Large Vehicles
Online Class | PureSafety | \$12.00 ★★★★★ (0)
Most vehicle accidents are actually the result of human error. If an error is made at the wrong moment, an accident or collision will result. A consistent, defensive approach to driving is the best way to reduce the likelihood of driver error. The goal of this course is simple: to provide you with the knowledge and safe driving techniques you need ...

TSB Policies and Procedures Manual
Document | State of Nebraska | \$0.00 ★★★★★ (2)
Manual outlining the State of Nebraska's employee policies and procedures for Transportation Service Bureaus Certification

3. For online courses, you can click the **Request** button towards the top of the screen – this will send a notification to your supervisor that you requested training, which she/he needs to approve before you can access the course.



4. If you are requesting a class that requires physical attendance, you can select from available dates and times towards the bottom of the page:

Sessions		Available	View Full Calendar
Available Sessions (2)		Available / Waitlist	Actions
	36866 - 27LD125MAR2015 Session Franklin Covey \$189.00 Roads Training Room 152, ROADS - Lincoln Operations Building, Roads Training Facilities, !State of Nebraska Training Room Location File (TRAINING ROOM RESOURCES)	18/0	Request
	Starts 3/4/2015 - 8:30 AM CST Ends 3/5/2015 - 4:30 PM CST English (US)		
	36873 - 27LD125JUN2015 Session Franklin Covey \$189.00 Roads Training Room 152, ROADS - Lincoln Operations Building, Roads Training Facilities, !State of Nebraska Training Room Location File (TRAINING ROOM RESOURCES)	18/0	Request
	Starts 6/10/2015 - 8:30 AM CST Ends 6/11/2015 - 4:30 PM CST English (US)		

Notify me of new sessions

5. Click the red **Request** button to the right of the specific session of the course you want to attend.
6. Once you are approved for the course, you will receive an email notifying you. You will be able to view the training item on your transcript page.

[LINK Help Desk Contact](#)

If you have questions about requesting training or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234